

**HOUSE OF LORDS
APPOINTMENTS COMMISSION**

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Ref: HOLAC FOI
2020/9

30 November 2020

By email: <REDACTED>

Freedom of Information Act

I am replying to your Freedom of Information request, which the House of Lords Appointments Commission (HOLAC) received on 18 September 2020.

You asked:

- *Do you currently have any paper documents in storage?*
- *If any paper documents are currently being stored, would you consider having your documents securely scanned by a reputable UK secure scanning company?*
- *If all of your documents have been securely digitised, do you have any bespoke software to electronically access and manage scanned images?*
- *Who is the senior officer/s (outside of procurement) responsible for the management of physical records?*

Under Section (1) of the FOI Act, any person making a request for information to a public authority is entitled—

- (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
- (b) if that is the case, to have that information communicated to him.

I am therefore writing to advise you that following a search of our paper and electronic records, I have established that the information you requested is held by the House of Lords Appointments Commission.

HOLAC does have paper documents stored.

The Commission would not consider having them scanned by a secure scanning company.

Documents that have been scanned are accessed via the Cabinet Office-provided IT system.

Alison Bennett, the Secretary to the Commission, is responsible for the management of physical records.

If you are unhappy with this response to your request, you may write to the Secretary to the Commission, Alison Bennett, to ask for an internal review by another person not involved with this request. Please note that we will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision.

Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by HOLAC.

The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Secretariat to the House of Lords Appointments Commission